



Small Meeting Solution™

In the United States alone, two-thirds of off-site meetings are small, involving fewer than 100 attendees.

Yet, there's nothing small about small meetings' spend: small meetings represent \$24B in unmanaged costs. SignUp4's Small Meeting Solution™ completely automates the meeting planning process, allowing meeting planners to search, compare and book space for simple meetings, plan virtual conferencing, arrange catering, AV equipment, overnight group accommodations and other amenities, in one single online session. Plus, our Small Meeting Solution provides corporate executives new visibility into what companies are spending on small meetings- facilitating control, compliance and cost reduction efforts.

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Small Meeting Solution™

Boost your business by utilizing SignUp4's Small Meeting Solution™, which allows agents and customers to easily set up off-site meetings by simply clicking on a link. Viewing your website is seamless and incorporates the feel of your brand into the site. Plus, your workload is dramatically reduced: simply post or send promotional messages announcing the link. No development is required; we take care of that task for you!

Our Small Meeting Solution™ enables users to:

- Search, compare and book space for small, simple meetings.
- Reduce catering orders
- Specify amenities
- Choose AV equipment
- Book overnight group accommodations or video conference facilities in one online session.
- Earn a fee or commission for every meeting booking completed online
- Receive real-time email alerts when customers from your site complete a meeting booking

SignUp4's Small Meeting Solution™ provides:

Control

Increase visibility into small meetings activity and spend with our Small Meeting Solution. Our tools allow you to track data for measurement and tighten the approval process. We also help you ensure the use of preferred providers and special rates to manage meeting spend easily.

Compliance

Company compliance is a key function of small meeting management. With our Small Meetings Solution, we give you the tools to monitor the adherence to policy, support SOX compliance efforts, track data for management and reporting and reduce legal and regulatory risks via standard contracts.

Cost Savings

Our cost savings function allows you to control small meeting spend. At your fingertips, you can leverage all types of spend with suppliers, utilize cancellation/attrition penalties across the organization and improve staff efficiency and maximize productivity.

With SignUp4's Small Meeting Solution™, for the first time, your meeting space and guest room inventory is exposed in real-time. Our booking solution reaches the administrative and executive assistants who are often tasked with planning Simple Meetings- freeing up your sales teams for larger, more complex meetings. We reduce workload: bookings take minutes, not days. Customer relationships blossom- repeat business multiplies. Isn't it time you looked into our Small Meeting Solution?

FEATURES

- Corporate and End User Registration
- Booking Meeting Space/AV/Catering
- Book Guest Rooms and Room Blocks
- Integrated Attendee Management
- Advanced Management Reporting
- Preferred Hotel Loading by Chain, Brand or Property
- Negotiated Rate Loading
- Loading of Negotiated Hotel Contracts
- Set Custom Parameters (i.e. Max Attendee, Cost)
- Video Conference Booking